

HOOD RIVER COUNTY SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: High School Maintenance 1/Groundskeeper

Job Purpose Statements:

The job of High School Groundskeeper is done for the purpose of maintaining indoor and outdoor facilities at a level insuring safe, attractive efficient and clean operating condition. The High School Groundskeeper is supervised by the Custodial Supervisor. These employees do not supervise others.

Essential Job Functions:

- **Maintains** grounds and operates equipment as required for the purpose of providing attractive and safe facilities.
- **Prepares** athletic fields for the purpose of providing appropriate facilities for athletic contests.
- **Inspects** system components (e.g. parts, equipment, buildings and facility appurtenances such as irrigation, sidewalks, fences, roads, bleachers) for the purpose of identifying potential repairs and providing an ongoing program of preventative maintenance.
- **Responds** to emergency situations (e.g. facility damage, damaged athletic equipment, roof leaks, irrigation leaks) for the purpose of resolving immediate safety concerns.
- **Cleans** school facilities. (i.e. classrooms, offices, multipurpose rooms, grounds, windows, restrooms, sinks, carpets, floors, garbage cans, wastebaskets, gym and other areas as designated by head custodian) for the purpose of maintaining a sanitary, safe and attractive environment.
- **Repairs** equipment and systems for the purpose of ensuring that items and systems are available and in safe working condition.
- **Procures**, following approved district ordering and purchasing guidelines, supplies and materials for the purpose of providing items required for the completion of tasks.
- **Coordinates** with supervisors, staff and students for the purpose of timely completion of projects/work orders with minimal disruption of on-going activities.

Other Job Functions:

- **Assists** other personnel as directed for the purpose of supporting them in the completion of their work activities.
- **Requests** quotations and estimates for the purpose of providing cost information required for the purchasing of necessary goods and/or services.
- **Secures** facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at work site (i.e., unlock and lock doors, secure gates, check windows, turn lights off/on).
- **Transports** materials, furnishings, equipment, supplies, waste materials, etc. for the purpose of providing and/or removing items at school sites.

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Essential Job Requirements – Qualifications:

- **Experience Required:** One year of job related experience in general building/grounds maintenance or related trade.
- **Skills** to operate hand and power tools used in general maintenance and custodial functions, perform basic math to calculate measurements, quantities, etc and to interpret plans, blueprints and/or schematics.
- **Knowledge** of methods and use of materials, tools and equipment used in general maintenance and custodial functions, standards for safe use of equipment
- **Abilities** to stand for prolonged periods, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, talking/hearing conversations, near visual acuity/depth perception.
- **Education Required:** High School diploma or equivalent
- **Licenses, Certifications, Bonding, and/or Testing Required:** Valid Driver's License, Criminal Justice Fingerprint Clearance, District drug screen, BBP training.